



Paperless Research Guide

Mean Green Workshops
2013

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Introduction

Welcome to the 2013 Mean Green Workshops! This manual is designed to familiarize you with the paperless debate software and practices that you will be using this summer. You will be introduced to the Verbatim template as well as UNT's electronic research database. We encourage you to use this document as a guide and reference during your time in Denton. If you have any questions about Verbatim or paperless debate in general, please feel free to ask your lab leaders or email me.

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Setting Up Verbatim

What is Verbatim?

Verbatim is a debate template for Microsoft Word that will be used as the standard format for all files produced at the Mean Green Workshops. It simplifies the process of creating files through the use of pre-loaded style macros. Instead of manually changing font size, bolding, and underlining, Verbatim can format a block of text into a debate-ready card with a few easy keystrokes.

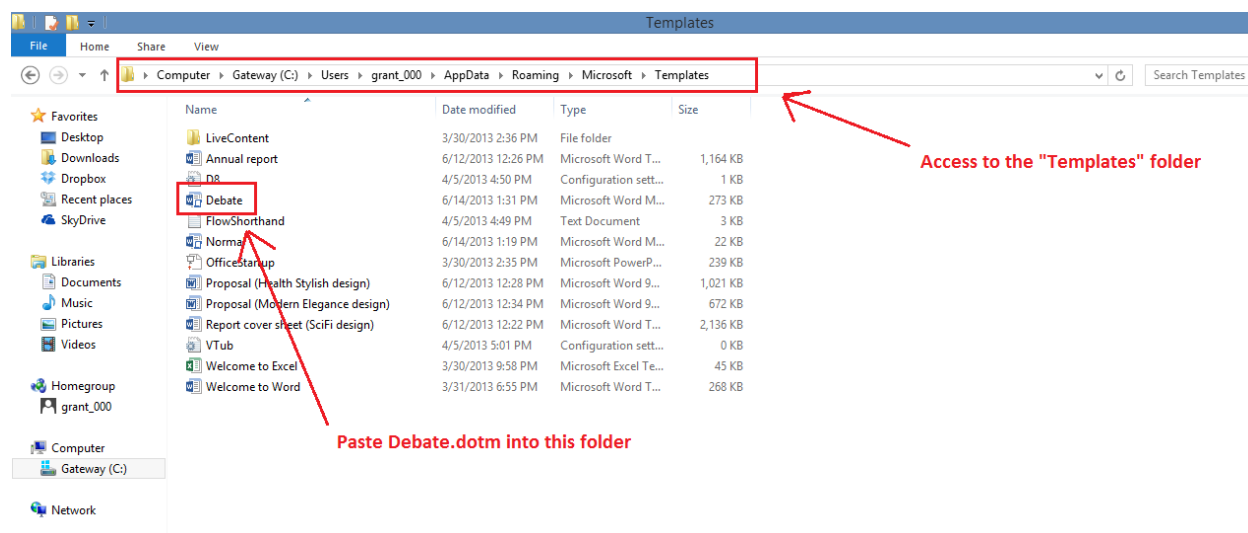
Installing Verbatim on a PC

BEFORE YOU START If you have Debate Synergy installed, you will have to uninstall it before you begin. Open the Debate Synergy program file and select the “Uninstall” option.

- 1) Go to <http://paperlessdebate.com/verbatim/> and click “Verbatim 4.5.2 Template”
- 2) Open My Downloads and find the file named Debate.dotm. Copy the file. Next, you will need to paste the file in your Word Templates folder. To find the Word Templates folder, go to:

Computer >> C: >> Users >> [username] >> AppData >> Roaming >> Microsoft >> Templates

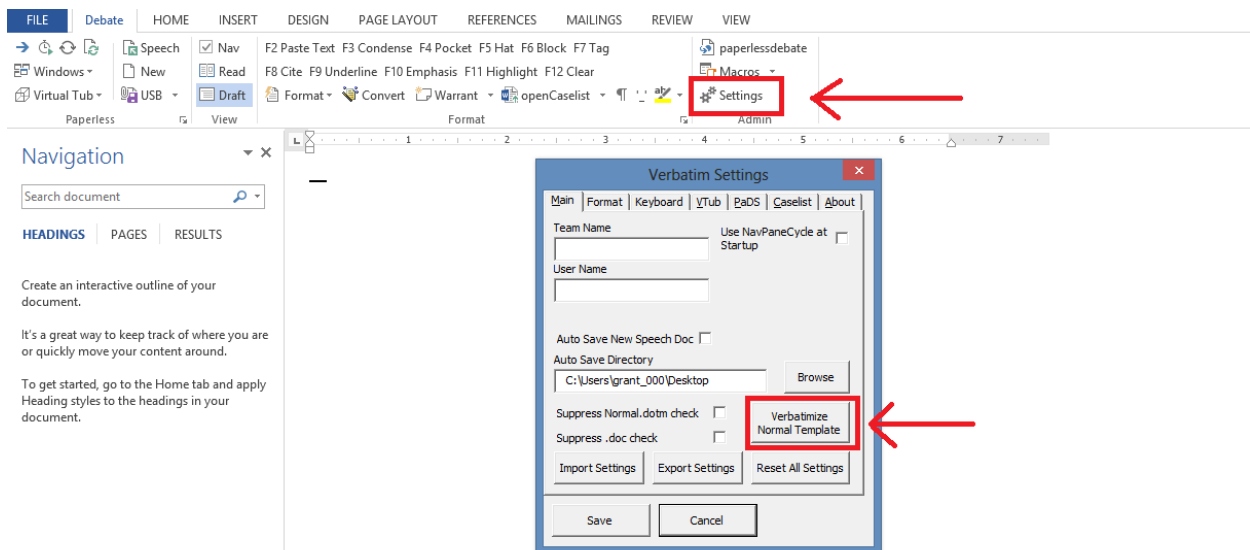
Paste Debate.dotm into this folder



3) Create a desktop shortcut to Verbatim. Go to your desktop and right-click. Select “Paste Shortcut.” DO NOT select “Paste.”

4) Click on your new Verbatim shortcut. A Microsoft Word file will open with the Verbatim toolbar at the top. If a prompt appears, click “Enable Content” and/or “Enable Macros.”

5) Open Verbatim settings. There is a button on the toolbar that says “Settings,” next to an icon of gears. Click “Verbatimize Normal Template.” This will allow you to access Verbatim from your normal Microsoft Word files.



6) Make sure that macros are always enabled. Go to File >> Options >> Trust Center >> Trust Center Settings and select “Enable All Macros.”

You’re done! Try closing the file and opening a normal Word document. Underneath the File menu there should be a button that says “Verbatimize.” Clicking that will open the Verbatim toolbar and enable the debate macros.

Installing Verbatim on a Mac

BEFORE YOU START If you have Debate Synergy installed, you will have to uninstall it before you begin. Open the Debate Synergy program file and select the “Uninstall” option.

Go to <http://paperlessdebate.com/verbatim/mac/> and click “Verbatim Mac 4.5.1 Installer”

Open a Word document, go to File >> New From Template. There should be a “Debate” template available. Opening that will open Verbatim.

If you are able to open Verbatim with this process, you’re done! If the “Debate” template does not appear, follow these steps:

- 1)** Download the Verbatim Mac template (Debate.dotm) to your desktop
- 2)** Open a normal Word document. Go to File >> Open and select Debate.dotm from your desktop. If you are prompted to Enable Macros, click “Yes”
- 3)** Go to File >> Save As. This will prompt you to save the template in the correct “My Templates” location. Make sure the file is still named Debate.dotm, overwrite any existing files with that name.
- 4)** Restart Word, and go to File >> New From Template and select “My Templates.” There should now be an option for Debate.

You’re done! If you have Boot Camp for Mac installed, you will be able to access more of Verbatim’s features. Boot Camp is a program that lets you run Windows on your Mac. This is entirely optional, Verbatim will still work on the Mac OS. If you are interested, more information can be found at <http://www.apple.com/support/bootcamp/>

Creating Files With Verbatim

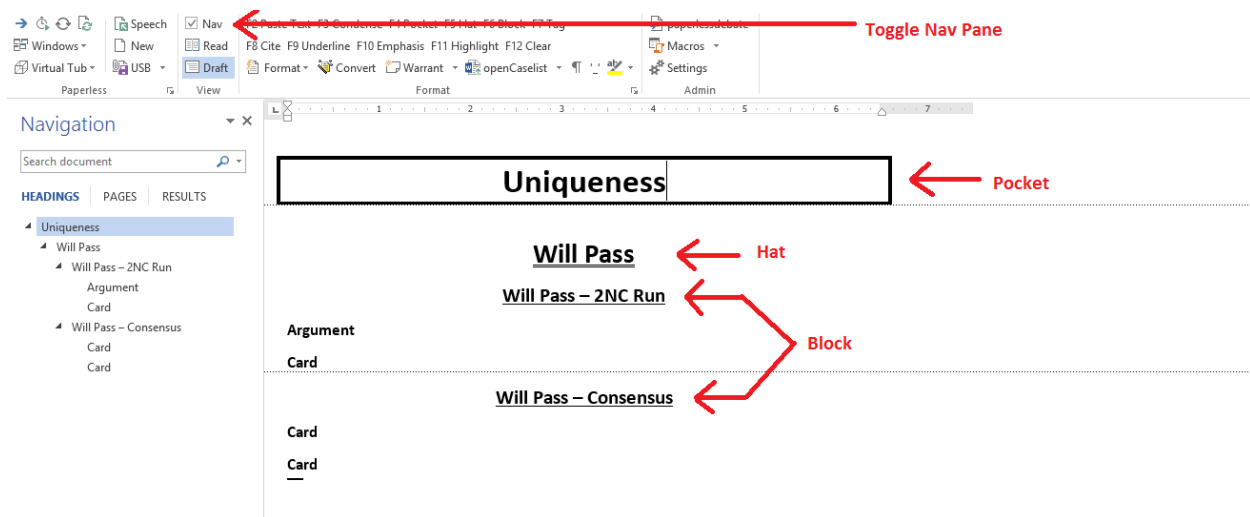
Organizing Files

Most files you produce will be organized into different sections in order to make it easier to find the cards you need during a debate. Verbatim has three standard organizational levels for you to use: Pocket, Hat, and Block.

Pocket – The pocket header is the broadest organizational level. Large groups of arguments like Uniqueness, Links, Solvency, or A2: Perms can all fit into one pocket. Think of it like the pocket of an expanding file, with all of the same subject material inside.

Hat – The hat header is the second organizational level. Hats subdivide broader arguments into smaller sections. For example, Uniqueness might be subdivided into Will Pass, A2: Won't Pass, A2: Thumpers.

Block – The block header is the most specific organizational level. All cards and arguments within one block should be tightly related to the same topic. For instance, you might see the following blocks under a Will Pass hat: Will Pass – 2NC Wall, Will Pass – Consensus, Will Pass – Vote Count.



Notice the Navigation pane on the left? Each header is indented differently, making it easier to quickly locate cards. If the Navigation pane is not open in your file, click the button that says “Nav” on the Verbatim toolbar. It is located at the top of the page, next to the shortcuts for text formatting.

Formatting Evidence

Every card you cut at camp should be properly formatted. Standardized formatting makes it easier to read your cards, check citations, and organize your files.

1) Create a citation. A citation, or “cite,” includes all of the relevant information about the source of the evidence. It is used both to reference the card in a debate and to locate the source of the card during research. A proper cite looks like this:

Author’s Last Name, Year

(Author’s First Name, Qualifications, “Title of Article”, Access info (either Title of Publication or website), pg. #, Your initials)

Notice that the author’s last name and the year are bolded and larger than the rest of the information. That is the part of the cite that will be read during a speech. It is important that all of this information is included! Accurate cites ensure that the author is properly credited, and can also be used as arguments in a debate. Here is an example of a real cite:

Edghill, 2013

Michael, US Government teacher and contributor to the Yale Journal of International Affairs, <http://pjmedia.com/blog/ending-cuba-embargo-could-be-opportunity-for-gop-outreach/>, “Ending Cuba Embargo Could Be Opportunity for GOP Outreach,” PJ Media, pg. 1

2) Create a tag. A tag is a short explanation of the evidence that it precedes. It tells the audience what to expect and gives them something to write on their flow. Here is an example of a tag, along with a cite:

Lifting the embargo causes political and economic liberalization in Cuba

Edghill, 2013

(Michael, US Government teacher and contributor to the Yale Journal of International Affairs, <http://pjmedia.com/blog/ending-cuba-embargo-could-be-opportunity-for-gop-outreach/>, “Ending Cuba Embargo Could Be Opportunity for GOP Outreach,” PJ Media, pg. 1, GP)

The argument and the evidence dictates what goes into a tag. Some tags will be shorter and some will be longer. Use your judgment when writing tags, but remember these tips:

- Make tags as succinct as possible without compromising the argument
- Frontload your tags, making sure to put the most important information first – this will help judges flow your argument
- Use active voice when tagging – you want your tags to pack a punch with the audience

3) Copy/Paste the evidence (pasting with the F2 shortcut automatically removes web formatting.) Once you have your cite and tag, copy the part of the article that you want to be read as evidence and paste it underneath the cite. A card should be a minimum of a paragraph long. However, sometimes you need multiple paragraphs to have a well-warranted argument. Select the paragraph (s) that you need to support your argument. When in doubt, cut the card long; you can highlight down as needed later. Remember, however, if you use multiple paragraphs from the same article, you should include all of the paragraphs in between (even if you think you will not read them). Here is an example of unformatted evidence, along with a tag and cite:

**Lifting the embargo causes political and economic liberalization in Cuba
Edghill, 2013**

(Michael, US Government teacher and contributor to the Yale Journal of International Affairs, <http://pjmedia.com/blog/ending-cuba-embargo-could-be-opportunity-for-gop-outreach/>, “Ending Cuba Embargo Could Be Opportunity for GOP Outreach,” PJ Media, pg. 1, GP)

As a relic of the Cold War, the Cuban embargo has proved an inefficient means of creating political change in Cuba. Internally, the embargo has been used as a tool by the Castros to blame the ills of the people on external forces, primarily the United States. For the American government, it has not yielded the changes in governmental structure or the end to human rights abuses that have been called for time and time again by a succession of presidents and congressional leaders. Additionally, opposition to the embargo has only grown around the globe. Tourists and business interests from Europe and the rest of the Americas have sustained the Cuban economy. And let us not forget that the current conditions of the embargo still allow for American dollars to flow to Cuba through remittances, agricultural sales, and limited personal visitations. Recent changes in the political leadership of the Communist government of Cuba lead to a safe assumption that dramatic changes to Cuban society are not coming in the near future. That being said, Cuban society will change in the future. The gradual liberation of the economy will inevitably lead to the gradual liberation of society in Cuba. If the embargo is maintained in perpetuity, then those who insist upon its continuation will also insist that the reason for Cuban freedom was its effectiveness. The flaw here is in declaring something that transpires due to its own circumstances a result of actions that have been proven to have no effect on it.

Once the evidence is pasted, you should also clear returns with the F3 shortcut. That eliminates all the places where there is a paragraph break so that the evidence is one block of text. This condenses the evidence, making it easier to read.

4) Underline the evidence. Since it is neither efficient nor necessary to read all of the text, we underline certain parts of evidence that we intend to read in debates. When you are underlining, make sure to include claims and warrants. Underlined passages should also be grammatically correct, even if you skip between sentences. Finally, the underlined passages should retain the author's intended argument. Here is an example of a fully formatted card, complete with underlining:

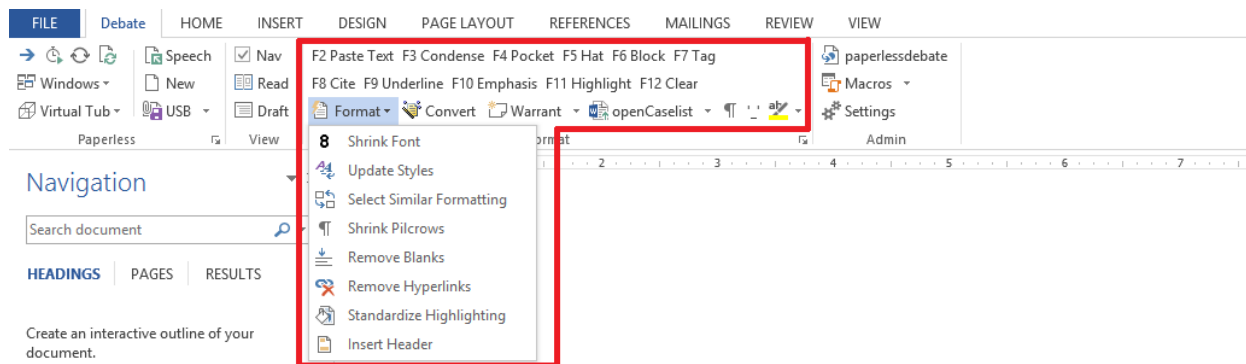
Lifting the embargo causes political and economic liberalization in Cuba Edghill, 2013

(Michael, US Government teacher and contributor to the Yale Journal of International Affairs, <http://pjmedia.com/blog/ending-cuba-embargo-could-be-opportunity-for-gop-outreach/>, "Ending Cuba Embargo Could Be Opportunity for GOP Outreach," PJ Media, pg. 1, GP)

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Notice that the un-underlined text is smaller than the underlined text. This can be accomplished with the shortcut Ctrl+8 (PC) or Command+8 (Mac.) You can also open the "Format" drop-down menu and select "Shrink Text." This makes it easier to read the underlined text and saves space.

All of the format styles that you will need are on the Verbatim toolbar, and most are also assigned to hot-keys for quick use. Take a look at the shortcut cheat sheet on the next page.



Shortcut Cheat Sheet

F2 – Paste Unformatted Text
 F3 – Condense
 F4 – Pocket
 F5 – Hat
 F6 – Block
 F7 – Tag
 F8 – Cite
 F9 – Underline (Toggle On/Off)
 F10 – Emphasis
 F11 – Highlight (Toggle On/Off)
 F12 – Clear Formatting

Ctrl+8 (PC)/Command+8 (Mac) – Shrink Text
 Ctrl+F2 – Auto-Update Styles
 Ctrl+F3 – Select Similar
 Ctrl+F8 – Copy Previous Cite

Researching With Books

Using UNT's Library Catalog

The UNT Library system features an extensive book collection that can serve as a valuable research tool during your time at camp. What follows is a basic tutorial on searching for and locating books.

- 1) Go to the library catalog. The web address is <http://iii.library.unt.edu/>
- 2) The front page of the catalog offers several options for material searches. The most useful are Basic Search and Advanced Search. Basic Search allows you to filter by search term, material type, and collection. Advanced Search offers those features in addition to many more filters to narrow down your search.

The screenshot shows the UNT Library Catalog homepage. At the top is a green navigation bar with links for RESEARCH, SERVICES, ABOUT, HELP, a green FIND button, ASK US, and ACCOUNTS LOGIN. Below the bar, the title 'Library Catalog' is followed by a 'New Search' link. The main search area is titled 'Search the UNT Library Catalog' with a subtitle 'Use this system to locate items owned or subscribed to by the UNT Libraries.' It features five search tabs: Basic Search (selected), Advanced Search, Journal Title, Author & Title, and Number Search. Below these tabs, there are three numbered steps: 1. 'Type Your Search Term(s)*' with a text input field and a 'Search Tips' link. 2. 'Material (Recommended)' with a dropdown menu set to 'ANY'. 3. 'Collection (Optional)' with a dropdown menu set to 'All Collections'. A green 'Submit' button is at the bottom of the search area. To the right, under 'Other Catalog Searches', are links for Media Library Catalog, Music Library Catalog, and Course Reserves. Below that, under 'Find Databases & e-Journals', are links for Databases and e-Journals.

The “Material” filter allows you to choose what media type to search. It’s up to you what format you think suits your research best, although books are always a good start. While you can access most of UNT’s collections, we recommend using the “Collection” filter to limit your search to Willis Library and/or Government Documents.

3) Now that you are familiar with the basic layout of the catalog, let's try a sample search. We will do a keyword search for Cuba AND economy in Willis Library books. You should be transported to a results page that looks like this:

The screenshot shows the Willis Library Catalog interface. At the top, there's a header with 'Library Catalog', 'New Search', and a '(Search History)' dropdown. Below this is a search bar with 'KEYWORD' selected, containing the text 'Cuba AND economy'. To the right of the search bar is a dropdown menu set to 'Willis Library' and a 'Search' button. Below the search bar, there's a checkbox for 'Limit search to available items' and a message: 'Limited to: Material "BOOKS" and 32 results found. Sorted by relevance | date | title .'. Below this, there are links for 'Save Marked Items' and 'Add All On Page'. A green banner indicates 'KEYWORDS (1-32 of 32)' and 'Most relevant titles entries 1-2'. The first result is a book titled 'Cuba: restructuring the economy: a contribution to the deabte' by Julio Carranza, published by the Institute of Latin American Studies in 1996. It includes a small image of the book cover and a table with location, call number, and status. The second result is 'The economy of socialist Cuba: a two-decade appraisal' by Carmelo Mesa-Lago, published in 1934, with a placeholder for the cover image.

Library Catalog New Search (Search History)

Modify Search


KEYWORD Cuba AND economy Willis Library Search

☐ Limit search to available items

Limited to: Material "BOOKS" and 32 results found. Sorted by relevance | date | title .


Save Marked Items Add All On Page

KEYWORDS (1-32 of 32) Most relevant titles entries 1-2

1 ☐  **Cuba: restructuring the economy: a contribution to the deabte**
Book
Julio Carranza
London: Institute of Latin American Studies, ©1996

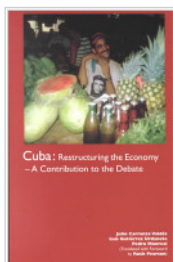
Location	Call Number	Status
WILLIS LIBRARY-2nd FLOOR	HC152.5 .C36813 1996	AVAILABLE

[Add to Refworks](#)

2 ☐  **The economy of socialist Cuba: a two-decade appraisal**
Book
Carmelo Mesa-Lago, 1934-

Each result contains some information. You can see: an image of the front cover of the book, the title of the book, the author of the book, the publisher and year published, the book's location, the call number, and whether or not the book is checked out.

4) We'll continue by selecting the first search result, Cuba: Restructuring the Economy: a contribution to the deabte (typo theirs, my spelling is pefrect.) You'll be transported to a detailed page about the book that looks like the image on the next page.



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Search & Review

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[Search in Google Scholar](#)

[More about the Author](#)

Cuba: restructuring the **economy**: a contribution to the debate

By Julio Carranza Valdés, Luis Gutiérrez Urdaneta, Pedro Monreal González; translated with foreword by Ruth Pearson

Book

Publication Info: London: Institute of Latin American Studies, ©1996

Location	Call Number	Status
WILLIS LIBRARY-2nd FLOOR	HC152.5 .C36813 1996	AVAILABLE

More Item Details

Uniform Title	Cuba: la restructuración de la economía. English
Author/Creator	Julio Carranza
Contributors	Luis Gutiérrez Urdaneta, 1957- Pedro M. Monreal González University of London. Institute of Latin American Studies
Subjects	Cuba -- Economic policy. Cuba -- Economic conditions -- 1959-1990.
Notes	Includes bibliographical references (p. 128-132). Translation of: Cuba : la restructuración de la economía.
Physical Description	viii, 132 p; 25 cm.

Notice all of the useful information in addition to the location, call number, and status. You can now see the subjects of the book and notes about the book. In addition, there are tools on the left that make research easier. Clicking “Find Related Articles” or “Nearby Items” will yield many more results about the subject you are researching.

If you decided that you wanted this book, all you would need to do is write down the call number and find it in Willis Library. When you get there, remember to look at other books on the shelf! Many of them will be about the same subject and may be useful.

Scanning Books

Once you have a book, you will need to convert it into digital text in order to use it in Verbatim. If you are only using a short passage from a book, feel free to type it into your computer. Please note that if you choose to type it, you must be careful to type every word correctly. If you need longer passages, UNT has scanners available.

There are flatbed scanners available for use on the 1st and 2nd floors of Willis Library. The scanners are connected to computers, which can be accessed with your EUID and password. Each computer also has OCR software, which allows you to instantly convert the text from books into Word text that can be edited. There are instructions on each computer regarding how to use this software. If you need more help, feel free to ask a librarian or lab leader.

Researching With Electronic Resources

Using UNT's Electronic Resources

While Google can be a useful tool for doing online research, we encourage you to take advantage of your access to UNT's world-class collection of electronic databases while you are at camp. What follows is a basic tutorial on searching for material using these databases.

1) Go to the UNT Electronic Resources search page. The web address is <http://iii.library.unt.edu/search/y>

2) The search page offers two different options for locating material. First, you can search for a particular database. Different databases have different types of material. For instance, Lexis-Nexis has legal and news sources, while Project MUSE has a better collection of philosophy literature. Use the list of databases in this manual as a reference for choosing a database, or search for one on your own. Second, you can search for a particular journal. Journals are limited in scope, covering a particular subject area. Most journal titles, like "The Journal of International Affairs," are self-explanatory. Feel free to peruse them.

[Library Catalog](#) [New Search](#)

Find Databases & e-Journals

Use this tool to find specific databases, e-journals, and other similar resources that may contain research (including full-text articles) relevant to your field.

Databases

e-Journals

Browse e-Journals by Title

0-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other

Search e-Journals by Title or ISSN

Title begins with

Submit

Browse e-Journals by Subject

Art, Architecture & Applied Arts
Business & Economics
Earth & Environmental Sciences
Engineering & Applied Sciences
General
Health & Biological Sciences
History & Archaeology

Submit

Looking for Full-Text Online?

★

Find Online Articles
Search the full text of scholarly articles from 6,800+ publishers and 94,000+ journal and periodical titles!

📖

Find e-Books
Search the catalog to find e-books that you can access on-campus or off (with a valid EUID).

Help

?

On and Off Campus Access
Trouble accessing a database, e-journal, or e-book? Check here first!

💡

Tips and Tricks
Tips and tricks for accessing UNT Libraries' electronic databases.

📢

Report a Problem
Problems accessing databases and other online resources? Let us know!

You can browse either databases or journals alphabetically, or search for one in particular. You can also filter your browsing by subject area.

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List of Useful Databases

ABI/Inform – ABI Inform provides full text and abstracts of articles in journals, magazines, and newspapers covering a wide range of topics in business and industry. Dates of Coverage: 1923 – Current

Academic Search Complete – Academic Search Complete provides a scholarly collection providing full text coverage for over 4,6000 journals for nearly all academic areas of study - including social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies, etc. Dates of Coverage: 1975 – Current

Alternative Press Index – Alternative Press Index indexes nearly 300 alternative, radical and left periodicals, newspapers and magazines covering cultural, economic, political and social change. Coverage is international and interdisciplinary. Dates of Coverage: 1991 to present

EBSCO Host – Indexes a broad range of scholarly material which can be accessed simultaneously. Very useful broad research tool.

Ethnic NewsWatch – Full Text database of newspaper, magazine and journal articles published by the ethnic, minority, and native press in the United States. Publication information is accessible from each article and includes the publisher's mission statement and history. Ethnic NewsWatch is searchable in both English and Spanish and includes over 150,000 articles in Spanish Dates of Coverage: Coverage begins with 1990

JSTOR – Provides image and full-text online access to back issues of selected scholarly journals in history, economics, political science, demography, mathematics and other fields of the humanities and social sciences.

LexisNexis Academic – Provides access to news, business, legal research, medical and reference databases.

LexisNexis Congressional – Provides comprehensive access to U.S. legislative information, including full text of bills, public laws, committee reports, House and Senate documents, Congressional Record, Federal Register, National Journal and related sources.

Project Muse – Full-text articles from more than 200 scholarly journals in history and the humanities, the social sciences, and the sciences. Disciplines covered include literature and criticism, history, the visual and performing arts, cultural studies, education, political science, gender studies, economics, and many others.